Script

Issue 23/24

THE LOCOSCRIPT NEWSLETTER

Welcome to a double issue of *Script*, combining the last two issues of Volume 4. Sadly, it is also the last issue we intend to produce.

Once again, we must apologise for missing our promised publication date. The demands of our main activity of writing software continues to disrupt our schedules for *Script*. This is the main reason we have decided to cease publication.

Also, our recent readers survey showed that many of you don't like the joint PC/PCW format, and that there's a conflict between articles for new users and those for the experienced and adventurous.

If you've just started to use LocoScript, there's much of interest in the back issues of *Script*. Most of the material is as relevant today as the day it was published. So we will continue to make the back issues available – see the order form on the address label for this issue. So that you can see at a glance what we've covered over the years, there's a complete index in the centre pages of this issue.

Advanced topics for the PCW are now covered very well by two independent magazines. Liz Bruce's articles in PCW Plus and the LocoScript Specials in PCW User should go a long way to filling the gap left by *Script*, and we'll be keeping these magazines up to date with developments.

For the PC there are many topics we have not covered in the joint issues. Whilst we don't intend to start a regular *Script PC*, we will be gathering these hints, tips and occasional longer articles together – so make sure you have registered your copy of LocoScript so that we can keep you informed of what we produce.

Looking back over the four years of *Script*, we've enjoyed bringing you articles as varied as the inner workings of Layouts and using LocoFile to select cocktails.

This last issue is no exception, covering topics ranging from how one enthusiastic user is providing a purpose-made system for parish administration to the inside story on how our support department uses LocoScript both to keep track of and to automate its correspondence.

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Script is published by:

LOCOMOTIVE SOFTWARE

Dorking, Surrey, RH4 1YL

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News

New LocoScript

The main news is the new LocoScript that we've produced for IBM PCs and compatibles – *LocoScript* Professional. The new LocoScript has a number of features that we believe you will find attractive – like columns, footnotes, date and time codes, thesaurus, on-screen help....

For more information turn to page 4.

LocoScript Professional products

PC As well as producing the new program, we are also in the process of producing a range of extra products to use alongside *LocoScript* Professional.

The first of these is a set of language support packs, containing both the dictionary and the thesaurus for a particular language (where these are available).

Packs are currently available for the following languages: American, Dutch, French, French Canadian, German, Italian, Norwegian (Bokmål), Spanish, Swedish, and Swiss German. Each pack costs £49.95+VAT and comes with a book that explains both how to install the new dictionary and thesaurus and how to use them in your work.

Then there are a couple of 'Font' products, again at £49.95+VAT each.

The first is a set of eleven 24 Pin Printer Fonts for use on LQ- and Proprinter-compatible printers (which covers most 24-pin printers and bubblejet printers). These offer typefaces from formal ones for business use to decorative styles such as Script and Old English.

The other product is a set of Roman and Sans Serif soft fonts for use on HP LaserJet printers (plus, of course, any compatible printers). These fonts will be available in normal, bold and italic typestyles and you will be able to print at any point size on a LaserJet that supports scalable fonts. On other LaserJet printers, the fonts will be available at 8, 10, 12 and 14pt.

The important feature of all these fonts is that you can print any character in the LocoScript Character Set.

Last but not least, we've produced a new version of LocoLink to work with *LocoScript* Professional.

Note: The LocoFont 24 PC, LocoLink and European language dictionaries that you have bought to use with LocoScript PC can also be used with *LocoScript* Professional.

Transfers for charity

PC A group at Hull University is raising money for Multiple Sclerosis by offering to transfer files between 3" PCW discs and either 3½" or 5¼" PC discs. The service costs £6 per PCW disc, irrespective of the number of files to be transferred, and includes the cost of the PC discs and 1st class return postage.

If you want to take advantage of this service (rather than transfer the files yourself eg. by using LocoLink), send your PCW discs and a cheque for £6 per PCW disc (made payable to Multiple Sclerosis) to: Jean Upfield, Computer Centre, University of Hull, Hull HU6 7RX (Tel: 0482 465248).

LocoScripting People

PCW/PC If you use LocoScript to run a club or a subscription list, then a book due out in September could be just what you need. Called 'LocoScripting People', it covers the practical aspects of administering a list of members – from sorting out what information to store in the datafile to printing reminder letters together with address labels when they have failed to pay their subscriptions. It has been written by Richard Clayton, Locomotive's Technical Director, in collaboration with his mother, Jane Clayton, who is a 'real' user. They say their aim is to 'give you back your evenings'.

The book starts by looking at the mechanics of setting up a members' datafile. It then goes on to describe how to get useful information out of the datafile (such as the number of people who come into a particular category); how to write letters to the relevant section of the membership; and how to generate address labels in the correct format for your labels stationery. It also explains how to change your datafile as your needs develop and how you stand in relation to the Data Protection Act, and gives practical information such as how to avoid sticking stamps on letters.

Many of the actions discussed involve using Mailmerge programs, which are given in full in the book. Most of these work equally well on either a PCW or a PC, though a few of the labels programs have been included specifically to show how much easier labels are to generate in the new *LocoScript* Professional! If you run into difficulties with any program, there's a Troubleshooting section that explains how the authors would go about finding out where the mistake is in your program.

'LocoScripting People' is being published by Sigma Press and will cost £12.95.

LocoScript courses

PCW/PC Following our note in Issue 22, we were sent information about LocoScript courses run by the following organisations:

- Hammersmith & Fulham Community Education service: Day and evening classes leading to the RSA I exam on PCWs.

- Northgate Adult Education Service, Dereham, Norfolk: Day and evening classes on LocoScript 2 covering RSA I, II and III.

- Surrey Adult and Continuing Education: Basic word-processing using LocoScript 2, for either home use or returning to work (held at Stoneleigh)

- The Earnley Concourse, Earnley, Chichester, Sussex: Weekend courses on word-processing on Amstrad PCWs – one for beginners plus a follow-up course covering more advanced topics including LocoMail.

You are also welcome to write in for a copy of our list of people offering training, training materials and/or consultancy. Inclusion on this list does not constitute a recommendation, but you could well find someone who suits your needs by phoning round the people listed in your area. (Please enclose an SAE.)

Transferring to the new PcWs

PCW If you intend to replace your old PCW8256, 8512 or 9512 by one of the new PcWs, you have the problem of transferring all your work from the old 3" discs to the new 3½" discs.

One possible solution to this problem is provided by 'PCW Linkit'. This comprises a cable to connect between the Expansion slots of the two machines, plus two discs – one for each machine. Each disc contains a Linkit program which you run under CP/M. This gives a file display rather like LocoScript's Disc Manager Screen. You simply 'tag' the files you want to transfer and then press F8 to send them to the other machine.

PCW Linkit costs £49.95 (inc. VAT) and is available from Wellington Business Services, Wellington House, 129 High Street, Henley-in-Arden, Warwickshire B95 5AU Tel: 0564 795025.

The new LocoScript

In May, we brought out a new LocoScript for the PC called LocoScript Professional, with a number of the features that you have asked for in the past – such as columns, footnotes, thesaurus, date and time codes... We have also produced it at a price we feel sure will appeal to you: £99+VAT for new users of LocoScript on the PC or £29.95+VAT for people upgrading from LocoScript PC. This article looks at what the new LocoScript has to offer.

The original version of LocoScript for the PC was produced in response to a demand from PCW users who wanted to take advantage of the greater computing power of the PC range of computers while still keeping LocoScript for their word processing. As a result, LocoScript PC was to a great extent LocoScript 2 for the PCW transformed to run on a PC – though we did add a few extra features such as searching for files and split-screen editing, particularly in v1.5.

With LocoScript Professional (which we abbreviate to *Script*), we have produced a version of LocoScript designed for the PC – which itself takes advantage of the greater computing power of today's PCs.

New features

The extra computing power has let us include a number of features you've been asking for.

For example, LocoScript Professional lets you lay out your text in up to four 'newspaper-style' columns across the page. You just specify the number of columns you want in your Layout, together with the size of gap that you want left between the columns, and *Script* does the rest – wrapping the text from column to column in much the same way that it wraps text from page to page.

Script can also arrange for footnotes to be printed at the bottom of the correct page: you just have to give it the text of the footnote and mark where it is referred to in the text. *Script* will even provide matching markers in the text and in the footnote, though you can set up your own markers if you prefer. And if you decide you'd like all the notes to be gathered at the end of the document instead, you can arrange this at the flip of a setting.

There's also a Thesaurus to consult when you need help or inspiration in picking the right word to use, and a special date phrase which makes it incredibly easy to insert today's date into any document – complete with the correct day of the week if you want. And when you are uncertain what actions you need to take, you can simply press F1 to call up *Script*'s on-screen Help to find out which key to press next or what value to set.

(There's a full list of the new features overleaf.)

Easier to use

We have also put a lot of work into making *Script* easier to 'drive' and more like the other programs you might use on your PC.

In particular, we've made it possible to drive all the menus by cursoring to the option you are interested in and pressing Enter. You don't, for instance, have to remember to tick the font or the paper that you want to use: instead you can just pick it out with the cursor and press Enter.

We also wanted to make the status the menus select easier to see, so we've made whether particular features are shown or hidden explicit in the menu rather than a matter of whether the appropriate option is ticked or not. As a result, the *Script* version of a menu can look very different from the equivalent one in either LocoScript 2 or LocoScript PC, even though it does exactly the same job.

However, this doesn't mean you will have to learn lots of new keystrokes because we've designed the menus in such a way that many of the keystrokes you've been used to using in LocoScript 2 and LocoScript PC can continue to be used. For example, pressing [+] when the cursor is on an option in *Script* that switches between On and Off or Shown and Hidden has the same effect as ticking the equivalent option in the earlier programs. Similarly, pressing [-] has the same effect as clearing this tick.

Easier to make changes

Another thing that is very much easier in *Script* is making overall changes to the layout both of a single document and of all the documents of a particular type (ie. made from the same template).

The way we've done this is by introducing the idea of 'Inheritance'. The feature of Inheritance is that changing a setting in a Stock Layout automatically changes its value in every Layout that inherits this setting from this Stock Layout. This makes it very simple and straightforward to change how a particular class of text is laid out throughout a document: you just set up a Stock Layout for this class of text and then use this as the 'Parent' Stock Layout for each of the different Layouts involved.

Moreover, the Stock Layouts themselves can inherit some or all of their settings from another Stock Layout, allowing you to group these into 'families'. This lets you change a particular aspect of a number of Stock Layouts and Layouts by changing the appropriate setting in the Stock Layout at the head of the family – without altering any of their individual characteristics.

We've also done a similar trick with Templates. These aren't simply used to create new documents in *Script*. In addition, various aspects of a document's set-up (printer & fonts, page layout, Stock Layouts etc.) can remain linked to its Template with the result that they are automatically updated if you change the design of this particular type of document. Moreover, the Templates themselves can be linked together into families very much like those of Stock Layouts – making them very easy to update en masse if, for example, you change your printer.

Availability

LocoScript Professional is available now at £99+VAT for the full product (needed by someone upgrading from their Amstrad PCW to a PC). Registered users of LocoScript PC, however, can buy a version that upgrades their copy of LocoScript PC into *LocoScript* Professional for just £29.95+VAT.

The full product is available from dealers but the Upgrade pack is only available mail order from Locomotive Software.

The Upgrade pack contains a set of either 3½" or 5¼" discs (you will be asked to specify which you want), an Upgrade book which explains how to install *Script* and a copy of the *Script Reference* book.

Used together with your LocoScript PC manuals, these books will cover everything you need to know to use *Script* but you can if you wish have a full set of *Script* manuals at an extra cost of £12.50 (plus £5.00 post & packing if ordered as a separate purchase later). You can also ask for the upgrade programs to be supplied on both 3½" and 5¼" discs for an extra cost of £5.00+VAT.

Features of *LOCOScript* Professional

The new features offered by Script include:–

Columns

With *Script*, you can lay out your text in up to four 'newspaper-style' columns across the page. Different sections of the document can be laid out in different numbers of columns, allowing you, for example, to switch between two- or three-column format for the bulk of your text and single-column format for headings or complex tables. You can control where the text switches from one column to the next. You can also arrange to equalise the amount of text in each of the columns.

Thesaurus

Calling up the Thesaurus from a document displays a list of the words related to the word the cursor is currently on. You can then either pick a suitable replacement from this list or continue your search by picking out further words to look up. Moreover, *Script* maintains a 'History' of the words you pick out, so if one sequence of enquiries comes to a dead end, you can 'backtrack' to a previous point in your search and take another course.

Footnotes and Endnotes

Wherever you want to include supplementary information in a document, you can set this up as a 'Note' which *Script* will print either as a Footnote at the bottom of the page or as an Endnote at the end of the document, as you require. The next marker from your chosen sequence of symbols or numbers is automatically inserted both at the point in the text where the reference is made, and in the Note itself (though you can use other marking schemes if you prefer).

Character sizes up to 999.9pt

With *Script*, you can use just about any size of text that your printer provides. On a printer that offers 'scalable' fonts, this means any size between 0.1pt and 999.9pt. (Points (pt) are units of measure used by commercial printers. 1 point = $^1/_{72}$".) *Script* also supports multiple height and multiple width characters on matrix printers that offer these.

You can also set pretty much any 'Line Depth' you want, though in general it's best to take the 'Automatic' Line Depth option because then *Script* sets this to be approximately 20% larger than the characters you are printing. This is the Line Depth that typesetting experts generally recommend.

Dates and Times

Script has a number of facilities for working with dates and times, from quick ways of pasting in today's date to codes that can be automatically updated to show the current date and time each time you edit the document. There are also Mailmerge commands that make it easy, for example, to work out the date in 30 days' time or to compare dates held in a datafile.

Options for Letterhead

Script's Page Layout includes special first page margins which can be used to accommodate a pre-printed heading or to make room for a really fancy Header on this page. (It also lets you set a 'Binding' margin to allow for the part of the page – alternately to the left and to the right of the page – that is 'lost' when binding pages into a book.)

Alternative DOS-style Disc Manager

Script lets you choose whether to view your files and directories on the standard style of LocoScript Disc Manager or in a more DOS-like display. It also lets you switch quickly between directories displayed in the two halves of the screen, simply by pressing Tab.

Quick paths

You can move directly to particular files or directories anywhere on your system, simply by pressing End followed by a number.

Disc space information

Copy and Move confirmation menus in *Script* have a `Show space required` option that lets you see both how much space is needed and how much space is available when copying and moving files and directories.

Mixing of 'Standard' and 'Download' fonts

'Download' is no longer a separate mode which you have to select when you want to use the 24-pin Download fonts and the range of characters these provide. As a result, your documents can contain any mixture you like of built-in fonts, cartridge fonts and Download fonts.

Additional printer effects

Script generally supports a wider range of print effects than the earlier versions of LocoScript. For example, you can print 'reversed out' text if your printer supports this. You can also print downloaded characters in italic on 'Proprinter'-type printers such as the Canon BJ-10e.

Soft font downloading

Script not only supports 'Soft fonts' on HP LaserJet and DeskJet (and similar) printers, it also downloads them for you as and when they are required. You just need to use your font program to create Soft font files ready for downloading and then tell *Script* where these files are stored on your disc.

V1.5 features

Script of course includes all the features we added in LocoScript PC v1.5, such as: Searching for files and directories; Copying and erasing whole directories; Copying altered files; Two-document editing; Keytops display; Selective spelling checking; Reverse order printing; Descending order indexes for working through records from highest to lowest; and a 'Duplicate record' command for generating new records from existing ones.

Help

Last but not least, *Script* offers on-screen Help. Whenever you run into a problem or you are uncertain which key to press next or what value to set, you can press F1 to call up a display on the area of the program or the menu that you are currently using.

Come and see LocoScript Professional for yourself at Business Computing 92, which is being held at Earls Court on 15–18th September.

We shall be showing LocoScript Professional (and other LocoScript products) on the Amstrad stand.

Setting up tables

PCW/PC

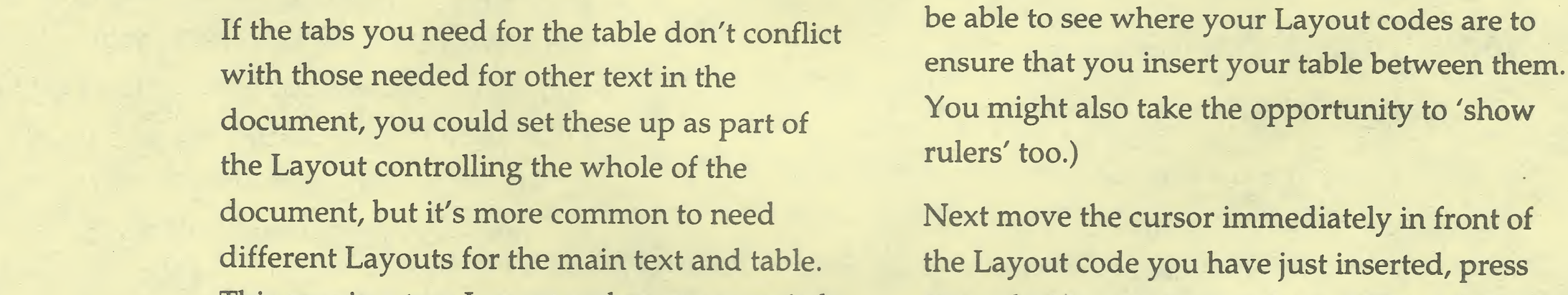
Tables of information or figures can, at first sight, seem quite complicated things to include in a document. Too many people have put a great deal of effort into getting their table looking perfect on the screen – only to find that it was less than perfect when it was printed! In fact, setting up a table is not at all difficult. This article looks at what's involved in setting up everything from the simplest type of table with single-line entries in each column to ones in which the text wraps from one line to the next within the same column.

Setting up a table is really just a matter of setting the margins and tab markers on the Ruler line to give you the results you need. The table itself is then very easy to put into your document. You just type the entry you want for the first column, then press the Tab key, type the entry for the next column, press Tab again – and so on until you've put in the last entry. You then press ↵ to finish the line and type the next line of entries as before. All the subtlety in the way the text is laid out is in the positioning the margins and tab markers on the Ruler line.

If the tabs you need for the table don't conflict with those needed for other text in the document, you could set these up as part of the Layout controlling the whole of the document, but it's more common to need different Layouts for the main text and table. This requires two Layout codes: one to switch from the set of margins and tabs you need for the bulk of your text to those needed for the table itself; and a second one to switch back again.

To insert these codes, first position the cursor immediately *after* the place in the document you will be inserting the table, press F2 to display the Layout menu, select `New layout` with the cursor and press Enter. Now immediately press EXIT on the PCW (F10 on the PC) to leave the Layout Editor: don't change any of the settings. This plants a Layout code in the document that sets exactly the same details as the Layout that is currently in use at the point in the document – ready to lay out the text following the table. (If you can't see this code, then use the F8 Options menu to 'show codes': it's important to be able to see where your Layout codes are to ensure that you insert your table between them. You might also take the opportunity to 'show rulers' too.)

Next move the cursor immediately in front of the Layout code you have just inserted, press F2, select `New layout` and press Enter as before. But before leaving the Layout Editor this time, you need to set up the margins and tabs required for your table. What these are is the subject of this article.


Layout code setting the tabs needed for the table
Set up the table here
Layout code restoring the original Layout
(LayouT)↵
(LayouT)↵

Member's name	Membership Class	Renewal date
A Andrews	Junior	93/02
B Andrews	Full	93/06
E Carlton	Life	---
S Embury	Full	93/04

Figure 1: The simplest sort of table

Character pitch	The number of characters per inch along a line of the text. 12 pitch means 12 characters per inch. PS pitch means the characters are proportionally spaced.
Character set	The range of different characters a printer can produce without regard to their typeface, size, style etc.

Figure 2: A table with wrapping

The simplest sort of table

The simplest sort of table to set up is one like the one shown in Figure 1. The main features of this table are that all the entries are one-line and each of the columns in the table is aligned by its left-hand edge.

To set up such a table, you just need to place a left-align or 'Simple' tab marker at the points along the Ruler line where you want the second, third etc. columns to start. There's no need for a tab marker for the first column of entries because these will be aligned quite satisfactorily by the left margin.

If you want each of these columns to start at a particular distance across the page, then you will need to measure this distance in inches and multiply by the Scale Pitch (shown among other information at the top of the Layout Editor screen) to work out precisely where to place each tab marker. But in general you can get perfectly good results picking where to place your tab markers by eye: if the columns turn out to be too close or too far apart, you can simply change (or 'amend') the Layout and move the markers.

The standard way of placing a Simple tab is to position the Ruler cursor, then call up the Tabs menu and take the option to 'Set a Simple tab'.

The easier way is to position the Ruler cursor and then press [+]. (There's similarly easy ways of moving a tab. First, you press [Tab] to move from tab marker to tab marker until you reach the one you want to move; then you press [-] to clear this tab marker; then you move the Ruler cursor to the new position you want for the tab and press [+] to set the new marker.)

You then leave the Layout Editor (which this time plants a Layout code setting the tabs you've defined), and type the entries for your table, suitably separated by tabs. The only thing you need to ensure is that you type these entries between the two Layout codes you have inserted, though on a PCW you also need to ensure that you start the table on a new line because the margins and tabs set by a Layout code don't take effect until the next line.

Handling longer entries

Not all entries in a table will be simple one-line entries like the ones shown in Figure 1. Indeed, Figure 2 shows a fairly common type of table in which the first couple of columns contain short entries but the last column is a description which can easily go over two or more lines.

There are two ways of setting up such a table in LocoScript – one which can be used both on a PCW and a PC; and the other which can only be used if you are using LocoScript on a PC.

In the first method, you set up the same range of tabs that you would if the entries were all simple one-line entries. The difference comes when you type the table. Instead of simply typing a tab between each entry on a line, you need to type an 'Indent tab' ↦ before the entry that wraps onto the next line. (An Indent tab is typed both on PCWs and on PCs by holding down the Alt key as you press Tab.) The tab position pointed to by an Indent tab is used as the left margin until the next carriage return, giving you precisely the effect you need.

The alternative method that's available if you are using a PC is to change the Layout to set the 'Indent margin' at the start of this last column (no tab marker is needed). To set this margin, edit the Layout, place the Ruler cursor where you want the last column to start, press F6 to display the Margins menu and then take the option to `Set indent margin`. LocoScript then places a ↦ marker on the Ruler line at this point, to show the Indent margin you have set.

Using an Indent tab

```
..|....1.........2....↦....3.........4.........5.........6.......
  Character pitch↦    The number of characters per inch along a
                      line of the text. 12 pitch means 12
                      characters per inch. PS pitch means the
                      characters are proportionally spaced.↵
```

Indent tab

Using an Indent margin

```
..|....1.........2....↦....3.........4.........5.........6.......
  Character pitch→    The number of characters per inch along a
                      line of the text. 12 pitch means 12
                      characters per inch. PS pitch means the
                      characters are proportionally spaced.↵
```

Indent margin

Figure 4: The different types of alignment

Left tab *Centre tab* *Decimal tab* *Right tab*

```
..|....↦.........?.........↦....↦.....↦.....↦.....↦.....↦..|..
  →   Product→              Quantity→   Cost ex.VAT→        Delivery↵
  ↵
  →   Ash hammer handles→     6→          £13.50→          Immediate↵
  →   Ratchet screwdrives→   20→          £140→             2 weeks↵
  →   Tempered bradawls→     12→          £35.88→          14 days↵
  ↵
  →   →                  Total ex.VAT→    £179.38↵
  →   →                      VAT→         £31.39↵
  ↵
  →   →                  Total inc.VAT→   £210.77↵
```

The advantage of this method is that you can go back to simply pressing Tab between typing the entries. You don't have to remember to type Alt Tab before the last column in order to get the effect you want.

More complex cases

The more complex case to handle is where entries in more than one column need to 'wrap' over to a second line or the column which wraps is not the last, as shown for example in Figure 3. Such cases are not easy to handle because of the way text is basically processed line by line across the page. It's only highly sophisticated programs that can wrap text from line to line in more than one column at a time.

The new *LocoScript* Professional (see page 4) allows you to lay out text in up to four columns and so can produce the effect you require here. The approach taken to the task of setting up a table is radically different from we've used up to now. For a start, instead of setting tab markers across the Ruler line, you simply set the number of columns you require plus the size of gap you want between the columns. Then when you come to type the entries, instead of typing a → between entries, you need to insert an `(EndCol)` code which tells LocoScript to move on to the next column.

If you don't have *LocoScript* Professional, the only practical way of setting up a table like this is to abandon any thoughts of automatic wrapping and put in the line breaks yourself.

Different types of alignment

So far in this article, we have been assuming that every column of our tables has been aligned at its left-hand edge. However, this won't always be the sort of alignment you want: in particular, you will probably like columns of numbers to be aligned with units above units, tens above tens etc. so that they are easy to compare. So to end this article, we take a quick look at the different types of alignment LocoScript offers.

Both on the PC and on the PCW, LocoScript offers a total of four types of tab. As well as

	Letter template	Labels template
Which printer should the template be set up for?	BubbleJet	PCW's own printer
Headers and Footers	First page special header & footer; others header only	Irrelevant

Figure 3: Table in which more than one column wraps

```
..|.....1.....2....|....3.....4.....|.....6.....7....|...
                    Letter template   Labels template
Which printer should BubbleJet        PCW's own printer
the template be set
up for?

Headers and Footers First page special Irrelevant
                    header & footer;
                    others header only
```

The standard 'solution', which requires you to split up the entries into lines yourself

```
..|.....1.....2....|....3.....4.....|.....6.....7....|...
Which printer should
the template be set
up for?(EndCol)
                                BubbleJet(EndCol)
                                                PCW's own printer(EndCol)
Headers and Footers(EndCol)
                                First page special
                                header & footer;
                                others header only(EndCol)
                                                Irrelevant(EndCol)
```

The 'Professional' solution in which LocoScript works out all the details of the layout for you

Simple tabs, you can also set Right tabs, Centre tabs and Decimal tabs. A Right tab (shown on the Ruler line as ←) aligns the right-hand edges of the entries in a column at the position marked by the tab marker; a Centre tab (↔) centres each entry on the tab marker; while a Decimal tab (•) arranges that the decimal point of the entries in that column (whether shown or not) are all at the position of the tab marker.

The effects produced using these different types of tab are shown in Figure 4. Achieving these results involves a certain amount of shuffling of the characters, as you can see if you watch carefully as you type the entries in the columns controlled by the different tab markers.

Postscript

In the introduction to this article, we hinted at a problem that some people find in setting up tables – that things that are neatly aligned on the screen aren't necessarily aligned when you come to print. The cause of the confusion here is the way the characters on the screen are all the same width whereas the characters you print can be different widths, particularly if you select Character Pitch PS.

Using tabs to align the entries as we've described in this article should always mean that everything is correctly aligned when you print. The only trouble can come where an entry is longer than the space between your tabs, with the result that LocoScript 'skips' a tab before starting the next column.

However, the fact that the alignment is correct may not be clear from the screen – particularly if your text is proportionally spaced. If this bothers you, the best thing to do is to abandon proportional spacing and set the Character Pitch for the table to match the Scale Pitch you are using. Then the position of the characters on the screen will directly correspond to the markers on the Ruler line, allowing you to see precisely how the text will be positioned. Otherwise, we suggest simply trusting LocoScript to align the text as you have asked.

Church services

PCW/PC

From the letters we receive, we know that many clerics use LocoScript to help them with their duties, for example, to keep the Church accounts and records, to prepare articles for the parish magazine and, of course, to write their sermons. Mr Michael Waters has taken this a step further and has developed a complete system using LocoScript that can deal with every aspect of church duties.

There is a great deal of administration involved in running a parish, from producing lists of parishioners and baptism certificates to filing annual accounts. Michael Waters recognised this. He also recognised that pressure of work typically means that members of the clergy, even if they have programs like LocoFile and LocoMail, don't have the time to set up the datafiles and Master documents that would help them carry out these tasks.

So Mr Waters decided to make use of the flexibility provided by LocoScript, LocoFile and LocoMail and set up a complete system covering the administrative needs of a parish, which he could then adapt to meet the needs of individual parishes. He also decided to offer his own secretarial services in inserting the parish data into the database and to offer training in the use of his system to local clergy and parish secretaries.

The system

The system he produced comprises a LocoFile datafile, together with a number of LocoMail Master documents and some LocoScript Templates. He describes the design of these files as 'based on over 20 years' experience of the practical needs and pastoral concerns of local parish clergy'.

The range of files on offer is certainly very broad. They cover (among other things):

- A datafile to use as the basis for all parish directories
- Master documents for producing lists of parishioners and lists (and totals) of covenants
- Ecclesiastical forms for pre-baptismal and marriage enquiries
- Baptism and Confirmation certificates
- Parish census forms
- Annual diocesan returns
- Templates for orders of service and parish newsletters

Samples of some of the lists and forms these produce are shown on the opposite page.

The service

The basic service Mr Waters offers is the suite of files, which is available for either PC and PCW at a cost of £50. These files are adapted to the requirements of the particular parish as part of this cost. Data entry and training where required are, not unnaturally, extra and Mr Waters sets the cost of this according to the size of the parish and the number and experience of the people he needs to train. He also is also willing to add further files and to make further changes where these are required, for what he says is a reasonable charge.

Mr Waters can be contacted at:

Church & Parish Computer Services
12 Horseshoe Close
Balsham
Cambridge CB1 6EQ
(Tel: 0223 290657)

Mr Waters says he sees Church & Parish Computer Services as a 'systems installation, training and consultancy service, customising software to meet individual needs' – not as a system vendor. He is happy to advise on the hardware on which to use his programs but he doesn't sell computers.

ECCLESIA SANCTA UNA ET SANCTA ALTRA

REV.RUFUS.TERRIBILUS. Parochus,
THE PRESBYTERY,
3 VIA MEDIA,
URBS,
TERRA FIRMA. POSTCODEX
Tel.(0000) 000000

TESTIMONIUM STATU

His praesentibus testificor:

(1) Diligentem investigationem, in quantum rei
esse de
statu libero MARIAE SAPIENS, de hac paroec

(2) Et nullum impedimentum detectum fuisse
Matrimonium
inire posdit cum quolibet similiter libero.

.....

R. D. Rufus Terri

Datum die ?a mensis ?ii anni 19??.

CATHOLIC CHURCH OF SANCTA UNA ET SANCTA ALTRA

REV.RUFUS.TERRIBILUS. Parish Priest.
THE PRESBYTERY,
3 VIA MEDIA,
URBS,
TERRA FIRMA. POSTCODEX
Tel.(0000) 000000

CERTIFICATE OF BAPTISM

I CERTIFY THAT

JOHN BROWN

SON OF MICHAEL AND MARY BROWN,

WAS BAPTISED ACCORDING TO THE RITES OF THE CATHOLIC CHURCH

IN THE ABOVE CHURCH OF SANCTA UNA ET SANCTA ALTRA URBS,

BY THE REVEREND RUFUS TERRIBILUS,

ON SUNDAY 14TH MARCH 1980,

GODPARENTS WERE

NES AND ELIZABETH MAJOR

THE ABOVE IS A TRUE COPY OF THE REGISTER

.....PARISH PRIEST.

.....L. + S.

P A R I S H C E N S U S
(Confidential)

PLEASE COMPLETE: (BLOCK CAPITALS)

SELF:
Surname: [.....] Title: [ ]
Christian Name: [.....]
Street: [.....] No[ ]
Town: [.....]
Postcode: [.....]
Telephone No: [.....]
Born: (*Ladies excused*) [/ /19] i.e 05.12.1945
Male Female: [M/F...]
Covenant: Yes [ ] No [ ] Please send me details [ ]
Office: (In parish) [.....] Reader, choir etc
Experience: [.....] i.e.Carpenter/Banker
(Your experience and gifts may not be known please don't hide them under a bushel)

FAMILY:

Husband's/Wife's Name: [.....] Title: [ ]
Born: (*Ladies excused*) [/ /19] i.e 05.12.1945
Male Female: [M/F...]
Covenant: Yes [ ] No [ ] Please send me details [ ]
Office: (In parish) [.....] Reader, choir etc
Experience: [.....] i.e.Carpenter/Banker

CHILDREN:
Name(s):

1.....Born [/ /19]

School: [.....]
Sacraments: [.....] ie B FC CON (Baptism/Fir

2.....Born [/ /19]

School: [.....]
Sacraments: [.....] ie

3.....Born [/ /19]

School: [.....]
Sacraments: [.....]

4.....Born [/ /19]

School: [.....]
Sacraments: [.....]

AND PLEASE RETURN TO:

THIS INFORMATION WILL ONLY BE USED FOR PARIS

COVENANTS

NAME	ADDRESS		POSTCODE	AMOUNT
D | ARNOT	111	PARKWAY	NE2 7JK	250
M | AMES	165	PEALER ROAD	NE2 9EA	250
C | AMBRIDGE	133	WIRREL LANE	NE2 9UT	250
K | JUDGE	12	PEALER ROAD	NE2 9DZ	250
E | ASTERLEY	110	RUSTON ROAD	NE2 8PB	250
M | ARTBOSER	131	FELL WAY	NE2 8BW	250
I | BARN	133	ARGYLE ROAD	NE2 9AP	250
J | BARNLEY	121	ST MARY ROAD	NE2 8RQ	250
J | BARTON	125	MACCLESFIELD SQUARE	NE2 9TT	250
M | BESTER	116	BRIANS ROAD	NE1 1TP	250
M | BELLEY	150	MIDDLE ROAD	NE1 5SP	250
C | BENAN	165	COLNE ROAD	NE2 9ES	250
A | BLACKIE	181	LEAVENSBURY ROAD	NE2 9BH	250
D | BOLT	132	ARGYLE ROAD	NE2 9AW	250
G | CHAPEL	142	HIGHBURY ROAD	NE2 9XL	250
M | COLGAN	170	SHAFTSBURY CLOSE	NE2 9XP	250
R | CONLON	163	SILVERSDALE	NE2 8TW	250
G | CONN	125	BLENNERSDALE WAY	NE2 8TD	250
A | COOMBES	111	FOXTON WAY	NE2 9LR	250
D | GERAGHTY	169	NEWBURY ROAD	NE2 9DT	450
D | GIBSON	11	PARROT CLOSE	NE2 8PX	450
R | GOODWIN	181	WIRREL LANE	NE2 9UH	450
C | GRANGER	157	BLENNERSDALE WAY	NE2 8TD	450
A | GRAY	126	LEAVENBURY ROAD	NE2 9BG	450
C | HIRONS	132	NEWBURY ROAD	NE2 9DS	500
C | HOBBS	156	HIGHBURY ROAD	NE2 9XL	500
L | HOOPER	111	WILLOW ROAD	NE2 9DL	500
G | HOPKINS	18	COTTON ROAD	NE4 9MY	500
B | HUGHES	144	CHESTER ROAD	NE2 9JL	500
D | SPEARS	248	BROKENWATER CRES	NE2 8HL	600
J | FLANAGAN	11	OAKDALE DRIVE	NE2 8NQ	600
M | JONES	124	VALLEY PASTURES	NE2 9AB	600
H | STOLLARD	133	COLDAN ROAD	NE2 9UG	600
J | STORE	19	HOLLINGBURN WAY	NE2 8JA	600
V | STIES	19	VALLEY WALK	NE2 8PY	600
A | TOLL	161	COLNE ROAD	NE2 9HG	600

TOTAL = £14,000

(all names fictitious)

A Master for many tasks

PCW/PC

In replying to the correspondence that comes into an office, you can find yourself writing everything from standard answers to standard questions, to individual replies to particular queries or even faxes. You could, of course, have a separate Master document for each type of document you need to produce – but it is in fact more convenient to produce each of these different types of document from the same Master document. This article describes one such Master, which is used in Locomotive's Technical Support department.

The letters that come into our Technical Support department require handling in different ways. Some are queries we already have the answer to; others require individual responses. A third group ask us to reply by fax. (We should also say that we log each letter in a database immediately we receive it, so that we can monitor the progress of any customer's enquiry.)

We could have set up separate Masters to handle each type of letter we need to produce, but then we would be constantly chopping and changing between the different Masters as we replied to the different letters. So instead we decided to create one Master document that would perform all the necessary tasks. This meant we could merge the same Master with the datafile regardless of which type of letter we wanted to produce, thus making the process of producing our replies simpler and quicker.

A simplified version of the Master we use is shown opposite. It is set up for use on a PC, but it could be used on a PCW provided you make the change shown beside one section of the Master.

The other thing we should explain is each letter is given a unique eight digit reference number which is both written on the original letter and recorded in the database. This not only makes it easy to find the record in the database, it also makes looking up previous correspondence a simple task because the record also includes the reference numbers for all previous letters. The actual letters are then easy to find because they are filed under their reference numbers.

The reference number is calculated as follows:

The first two digits represent the year, the next two the month and the following two the day. Thus the first six digits for a letter received on the 6th July 1992 would be 920706. The final two digits are used to number each letter received on a particular day: thus the first letter received on the 6th July 1992 would have the number 92070601, the second letter the number 92070602 etc...

The datafile

The datafile contains items for the name, address, telephone and fax numbers of a particular customer. In addition it contains a series of three items : `Number x` which contains the reference number for a letter received from the customer (see above); `Date recvd x` which contains the date the letter was received; and `Date sent x` which contains the date on which a reply was sent. (The Date sent item makes it easy to check whether a reply to a letter has been sent if someone makes an enquiry.)

The Original Master

```
(+Mail)ralign="(RAlign)                                                    "↵
fax="(CEntre)                FACSIMILE TRANSMISSION"↵
line="(+UL)(RAlign)                                                  (-UL)"↵
tab="→                " : cr="↵
"↵
↵
; Ask which option required↵
option=?;Enter one of the following(UniT)
F→                    for Fax(UniT)
S→                    for Standard letter(UniT)
Reference number→     for other letter↵
↵
; Set Number index↵
$="Number"↵
!date=?; Enter today's date↵
↵
; Define items used in program units↵
comma="," : sp=" " : null=""↵
mr="Mr." : ourref="Our Ref." : dear="Dear"↵
numberf="numberfound="↵
attn="ATTN:" : faxno="FAX NO:" : dateword="DATE:"↵
from="FROM:" : faxref="OUR REF:"↵
standardlettertext="Thank you for your recent enquiry.↵
I am pleased to enclose details of our products and our new order form.↵
Yours sincerely↵
Myself"↵
↧
```

```
Findrefno="↵
; Go to record with key 'refno'. NB 'refno' must have been set.↵
$$refno↵
; Test if required number actually found↵
; If not, warn the user and discard document↵
%numberf&$?&cr↵
#numberfound<>refno:<:↵
   junk=?; Number not found...Press F10↵
   : * :>↵
"↵
↧
```

To use this Master on a PCW, replace these two lines by:

```
#number<>refno:<:↵
```

Note: *Your datafile will also have to have just one 'Number' item per card, which we assume you will simply call* `Number`.

```
Addressunit="↵
#title=null:<:mr:><:title:>:sp:#initials<>null:<:initials:sp:>:surname:cr↵
#address<>null:→     <:address:cr:>↵
#address2<>null:→    <:address2:cr:>↵
#town<>null:→        <:town:cr:>↵
#county<>null:→      <:county:sp:>↵
#country<>null:→     <:cr:country:sp:>↵
postcode:cr:cr↵
ourref:refno:ralign:date:cr:cr↵
dear:sp:title:sp:surname:comma:cr:cr↵
"↵
↧
```

```
Faxhead="↵
line:cr:fax:cr:cr↵
attn:tab:#title=null:<:mr:><:title:>:sp:#initials<>null:<:initials:sp:>:surname:cr↵
faxno:tab:fax_no:cr↵
dateword:tab:date:cr↵
from:tab:?;Enter your name↵
cr:faxref:tab:refno:cr:line:cr:cr↵
"↵
↧
```

```
#option="9*":<:↵
→                    ; Letter merge selected↵
→                    refno=option↵
→                    %Findrefno↵
→                    %Addressunit↵
:>↵
#option="f*":<:↵
→                    ; FAX header selected↵
→                    refno=?;FAX selected...enter reference number↵
→                    %Findrefno↵
→                    %Faxhead↵
:>↵
#option="s*":<:↵
→                    ; Standard letter selected↵
→                    refno=?;Standard letter selected...enter reference number↵
→                    %Findrefno↵
→                    %Addressunit↵
→                    Standardlettertext↵
:>↵
```

```
Record:1                                                    Changed
  Title          Initials        Surname
  Mr             A               King

  Address Herbs & Hedgehogs                        TEL NO:
          3 High Street                            03451 618765
          Greenvale                    (Town)
          Somerset                     (County)    FAX NO:
                                       (Country)   03451 196752

  Postcode

  Number              Date recvd          Date sent
  92070601            06/07/92            07/07/92
  92071607            16/07/92            17/07/92
```

A sample card from the datafile

Obviously the datafile has to be updated as the letters are received and replied to.

The datafile also has an index called `Number`, sorted numerically and with each of the `Number` *x* items specified as alternative main keys. This index is used to pick out the required record in the datafile from the letter's reference number. You could of course set up other indexes to suit your own specific needs – for example, an index with company name and surname as alternative main items might be useful.

The main parts of the Master

On the first page of the Master we define all the items used elsewhere in the document, prompt for the type of document that needs to be produced and store the response as `option`. (We've used Unit codes rather than carriage returns at the ends of the lines here to allow the prompt to be displayed over a number of lines. The first carriage return would finish the prompt.)

The other commands on this page select the `Number` index with the `$-"Number"` command and prompt you to type in the date.

The next three pages contain the program units used to produce the desired output:

`Findrefno`'s job is to make the card with the given reference number the current record, as required by the other program units. It does this with the command `$$refno` which goes to the record with the entry `refno` in the Number index. But because this command goes to the next record if the given key isn't found, `Findrefno` then tests whether this reference number is actually on the record that has been picked out, and issues a warning and discards the current document if it isn't.

`Addressunit` takes the name and address from the record picked out by `Findrefno` and inserts these into the document, followed by the reference number, the date and a "Dear *name*,". Everything is then ready for you to add the text of the letter.

`Faxhead` similarly produces a FAX header from the details on the current record.

The last page of the Master tests the value of `option` you entered in response to the first prompt, and performs one of three tasks depending on its value. The tasks use the program units defined above – after asking again for the reference number if you specified either a fax or a standard letter.

Merging with the datafile

When the Master is merged with the datafile, a prompt appears asking you to enter either the reference number, `F` or `S`.

If you enter a reference number then the condition `#option="9*"` will be met (assuming you have used the numbering scheme outlined above). The program units `Findrefno` and `Addressunit` are then performed, producing a header for a letter similar to that shown in Figure 1.

If you enter `F` at the first prompt, the second condition will be met. You will first be asked for the reference number to enable the correct record to be found. The program units `Findrefno` and `Faxhead` are then executed, producing a FAX header similar to that shown in Figure 2.

Finally, if you enter `S` at the first prompt, the third condition will be met and you will again be asked for a reference number. The program units `Findrefno` and `Addressunit` are then executed and the text of the standard letter inserted, giving a finished document like that shown in Figure 3.

Figure 1: The start of a letter produced when you select the Lettermerge option.

```
.....1.....2.....3.....4.....5.....6.....7.....
↵
Mr A King↵
Herbs & Hedgehogs↵
3 High Street↵
Greenvale↵
Somerset ↵
↵
Our Ref.92070601                          7th July 1992↵
↵
Dear Mr King,↵
↵
```

Figure 2: The FAX Header produced when you select the FAX option.

```
                    FACSIMILE TRANSMISSION

ATTN:          Mr A King
FAX NO:        03451 196752
DATE:          7th July 1992
FROM:          Your name
OUR REF:       92070601
```

Figure 3: The result of taking the standard letter option.

```
Mr A King
Herbs & Hedgehogs
3 High Street
Greenvale
Somerset

Our Ref.92070601                          7th July 1992

Dear Mr King,

Thank you for your recent enquiry.

I am pleased to enclose details of our products and our new
order form.

Yours sincerely

Myself
```

A cunning trick

The Master document will work correctly as it stands. However, it will be quite slow as it has to scroll through several pages of commands at the start of each document. To make things faster, we actually hide most of the commands as an item in the datafile and then "perform" this item. When the commands are held in the datafile, they do not need to be scrolled up the screen as they are executed. (Note: It is a good idea to ensure that your commands are working exactly as you require in their straightforward form before applying this trick to any of your own Master documents.)

The only problem with this method is that you cannot have codes inside an item in a datafile. This means we cannot hide any of the commands that involve codes in the datafile: so we place them at the start of the Master document instead. It also means that we cannot have any speech marks (double quotes) inside the hidden program units because these need to be embedded between `(+Mail)` and `(-Mail)` codes. This just forces us to define any item containing text outside the program units – which in any case will generally make the program clearer.

Having set up the 'normal' Master document (and got it working correctly), we cut out all

the commands we wished to hide to a Block, then created a new record in the datafile and inserted the Block into the Surname item on this record. We also entered the number 1 in the Number 1 item on this record so that we could find this record easily using the Number index.

The commands we hid were from the line `!date=?;Please enter date` to the end of the document. Obviously only the first few characters of the commands can be seen in the Surname item but the `..` at the end of the item's field shows that there is more text unseen.

This left the Master document with just the item definitions involving codes, the multi-line prompt and the `$="number"` command, to which we just needed to add the following lines:

```
$$"1"
%surname&cr
```

The `$$"1"` command selects the record in which the commands are stored, and `%surname&cr` performs the commands stored in the Surname item on that record.

Refinements

There are a number of refinements you could make to this Master.

As we use PCs in the office, we decided to take advantage of the selective spelling checking offered by LocoScript PC to avoid checking the spelling of either addresses or FAX headers.

To do this, we added a `(LanG: None)` code at the very start of the Master document and then used an item called `Langenglish` to insert a `(Lang: English)` code after either an address or a FAX header. The first code tells LocoScript not to check the spelling of the text following this code; the second code tells it to check the text following it (ie. the letter itself) against the English dictionary.

(Since the advent of *LocoScript* Professional (see page 4), we have also enhanced the way dates are handled in the Master. We now no longer need to type in today's date: *Script* sets this date for us. We also rarely need to type the first four digits of any reference number, which you may remember record the year and the month – but that is another story!)

Another option is to extend the number of tasks the Master document covers by adding further responses to the prompt, together with corresponding groups of instructions at the end of the Master document. These could use the program units we've described here or some of your own which you add. If you simply want to be able to call on a range of standard letters, you can store the text of these as further items and then prompt for which one is required.

One last refinement is to turn off the display of codes in the Master document. This is not essential but it improves the look of the screen while you are using the Master to produce your letters.

The Master after the 'cunning trick' has been applied

```
(+Mail)ralign="(RAlign)                                                    "↵
fax="(CEntre)                    FACSIMILE TRANSMISSION"↵
line="(+UL)(RAlign)                                                (-UL)"↵
tab="→                          " : cr="↵
"↵
↵
; Ask which option required↵
option=?;Enter one of the following(UniT)
F→                              for Fax(UniT)
S→                              for Standard letter(UniT)
Reference number→               for other letter↵
↵
; Set Number index↵
$="Number"↵
$$"1"↵
%surname&cr↵
```

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Counting the days

PCW/PC

In previous issues of Script, we have mentioned Mr John Blandford and the LocoScript/LocoMail consultancy service he provides. His daughter, Hazel Underwood, keeps in the family tradition by running a consultancy and programming service called 'Support for LocoScript users' which provides invoicing and data management programs in LocoMail (LocoScript's mailmerge instruction language). The following article has been written by her to demonstrate the versatility of LocoMail.

"Despite the articles that have appeared in previous issues of *Script*, I think that LocoMail is still underrated as a programming language working in a word processing environment. My background is in COBOL programming – one of the most widely used commercial programming languages – yet I have still been impressed with the facilities and power offered by LocoMail. The absence of any functions you may want can be overcome by writing special procedures, as I will show in this article.

The program on which this article is based calculates how many days you have been alive. This is intended both as a bit of fun – you could be the first to hold a 10,000 or even 20,000 day old "birthday party" – and to pass on some ideas to those interested in programming in LocoMail. The date manipulation procedures in particular have wider application, especially in a business setting. Indeed, the incentive for writing them came from a request to write a daily weight-gain program using data drawn from a LocoFile datafile.

The Master document is shown overleaf. Type these instructions into a LocoScript document exactly as they are given, save it and then use the document in FILL mode to find out precisely how old you are – or indeed, the number of days between any two dates this century.

The key elements

The program uses two routines (program units) to manipulate the dates and also shows how to incorporate a "lookup" table into a program.

The first routine, SPLITDATE, does away with the need to hold a date as three separate items. Instead, it takes a date entered or held on file in the form *ddmmyy* and separates this into day, month and year items for you so that calculations can be done.

The second routine, DAYSCALCULATION, calculates the number of days between any date that is entered and the beginning of the century – even taking leap years into account! To find out the number of days, for example, between the date an invoice was sent and the date it was paid, you could simply use this routine twice and then subtract the first number it gives from the second.

The lookup table is provided by the list of items right at the start of the program: `m1=0:m2=[m1+31]` etc. These record the number of days in the year that have passed so far at the start of each month, with `m1` recording the figure for January, `m2` that for February etc. – with LocoMail doing all the arithmetic for us! You will see how this table is used when we look at the DAYSCALCULATION routine in more detail.

What the program does

The program starts by asking first for your date of birth, which it stores as `date1`, and then for today's date, which it stores as `date2`. Make sure that you enter these dates as pure numbers in the form *ddmmyy*: for example 12th June 1958 should be entered as `120658` and so on.

SPLITDATE is set up to use a general date variable called `date`. So the program begins by setting `date=date1`, then uses SPLITDATE to separates this into the day, month and year which it stores as `dx`, `mx` and `yx` respectively. The resulting day, month and year numbers are then displayed on the screen in the form *dd/mm/yy*.

The program then uses DAYSCALCULATION to translate these numbers into a number of days since the start of the century.
DAYSCALCULATION returns this number as `totaldays`, which is then stored as `totaldays1`.

The program then repeats the process, only this time setting `date=date2` and storing the number of days since the start of the century as `totaldays2`.

The last stage of the program subtracts the first total (`totaldays1`) from the second total (`totaldays2`) to give the number of days you have been alive.

The SPLITDATE routine

The SPLITDATE routine starts by dividing the combined date by 10,000, using the `0!` formatting command to truncate the result to a whole number. For example, 120658 ÷ 10000 = 12.0658 which is truncated to 12. This value is then stored as `dx`.

To find the month, `dx` is first multiplied by 10,000, and then subtracted from the combined date to find the remainder (`rem`). In our example case, this gives 12 x 10000 = 120000; 120658 – 120000 = 658. The remainder is then divided by 100 and truncated to a whole number to find the month number eg. 658 ÷ 100 = 6.58 = 6.

Finally the year (`yx`) is found by multiplying the month number by 100 and subtracting it from the remainder eg. 658 – 600 = 58.

The DAYSCALCULATION routine

Using the day, month and year that SPLITDATE has produced, DAYSCALCULATION now calculates the number of days between the date entered and the beginning of the century.

The first thing that DAYSCALCULATION does is to test whether the year is a leap year or not by seeing whether it divides exactly by 4 (which works from 1901 to 2099, which should satisfy most readers!). Next it multiplies `yx` by 365 to give the number of 'ordinary year' days from the start of the century to the beginning of the year (`ordyeardays` = 58*365 = 21170). It then calculates the number of leap days that need to be added, not including the current year (`leapdays` = (58 – 1) ÷ 4 truncated to a whole number = 14).

The next procedure uses the "lookup" table at the top of the Master to find the number of days in the year to the start of month `mx`. The complicated line `%"daystomonth=[m"&[mx]&"]:"` lets the program go straight to the required number of days instead of having to work through 12 conditional statements of the form `#mx=1:<:daystomonth=[m1]:>`

The program now checks whether the current year is a leap year. If it is and if the month number is more than 2 (ie. March or later) an extra day is added to `daystomonth` at this point.

Finally, DAYSCALCULATION adds `ordyeardays`, `leapdays`, `daystomonth` and `dx` together to get `totaldays`, the number of days between the start of the century and the date entered.

Readers may well have found this heavy-going. All programming is a bit complicated and takes time to learn, and LocoMail is no exception. However, a LocoMail program – once written – is far simpler to use than, for example, some standard invoicing packages. I hope this article has gone some way towards showing that LocoMail has much more to offer than the simple production of labels and mailshot letters.❞

The Master document

```
(+Mail); Number of days prior to start of month↵
m1=0:m2=[m1+31]:m3=[m2+28]:m4=[m3+31]↵
m5=[m4+30]:m6=[m5+31]:m7=[m6+30]:m8=[m7+31]↵
m9=[m8+31]:m10=[m9+30]:m11=[m10+31]:m12=[m11+30]↵
↵
;Definition of variables used in program↵
sl="/":cr="↵
"↵
↵
; Procedure for splitting dates into day, month, year↵
SPLITDATE="↵
dx=[date/10000|0!]:rem=[date-[dx*10000]]↵
mx=[rem/100|0!]:yx=[rem-[mx*100]]:"↵
↵
DAYSCALCULATION="(+Mail)↵
; Is the year a leap year ?↵
#[yx/4]=[yx/4|0!] :<:leap="y":><:leap="n":>↵
; Calculation of days from start of century to start of year↵
ordyeardays=[yx*365]↵
leapdays=[[yx-1]/4|0!]↵
; Calculation of days in current year↵
%"daystomonth=[m"&[mx]&"]:"↵
#leap = "y" and mx>2:<:daystomonth=[daystomonth+1]:>↵
; Sum of these numbers↵
totaldays=[ordyeardays+leapdays+daystomonth+dx]↵
(-Mail)"↵
↵
(+Mail);Program starts to run at this point↵
date1=?#; Enter date of birth in the form ddmmyy↵
date2=?#; Enter today's date in the form ddmmyy↵
↵
date=date1↵
%splitdate:(-Mail)Date of birth = (+Mail)dx:sl:mx:sl:yx:cr↵
%dayscalculation(-Mail)(+Mail)↵
totaldays1=totaldays↵
↵
date=date2↵
%splitdate:(-Mail)Today's date = (+Mail)dx:sl:mx:sl:yx:cr↵
%dayscalculation(-Mail)(+Mail)↵
totaldays2=totaldays↵
↵
(-Mail)No. of days since you were born = (+Mail)[totaldays2-totaldays1](-Mail)↵
```

If you type this program in but your version doesn't work, ***please don't*** *send it either to Hazel Underwood or to Locomotive Software for checking: we simply don't have the resources to allow us to find where you made a mistake in your typing. However, we can supply you with a copy of the program on disc for £5.00+VAT.* ***Note:*** *Remember to tell us whether you want to run the program on a PCW or a PC and the size of disc (3", 3½" or 5¼") you use.*

With LocoScript Professional:

One of the features of the new LocoScript (see page 4) is its ability to work with dates, as a result of which you can get exactly the same result with LocoScript Professional by using the following five-line program. Moreover, you can type the date in any of the forms that *Script* understands (though we are here assuming *day month year* order).

```
(+Mail)date1=?#; Enter date of birth↵
date2=?#; Enter today's date↵
value1=$DMY(date1)↵
value2=$DMY(date2)↵
(-Mail)No. of days since you were born = (+Mail)[value2-value1](-Mail)↵
```

About Fonts

PCW/PC

Printers today typically offer a range of typefaces or 'fonts' for you to print in. These fonts are not just given a name but are also variously described either as so-many 'pt' or as a particular pitch (or sometimes both). This article explains how these different descriptions came about and what they mean to you as a LocoScript user.

Strictly speaking, a Font is a collection of characters in a particular typeface and of a particular size. Typically these characters will be the upper and lower case letters, digits, punctuation symbols, accents and so on, but there are also fonts which contain only scientific or other exotic characters.

The typeface simply describes the style of lettering. For example, "Times" means characters like this abcde, while "Univers" means characters like this abcde. There may also be variations on a typeface, such as "*Times Italic*", "**Times Bold**" and "**Univers Bold**".

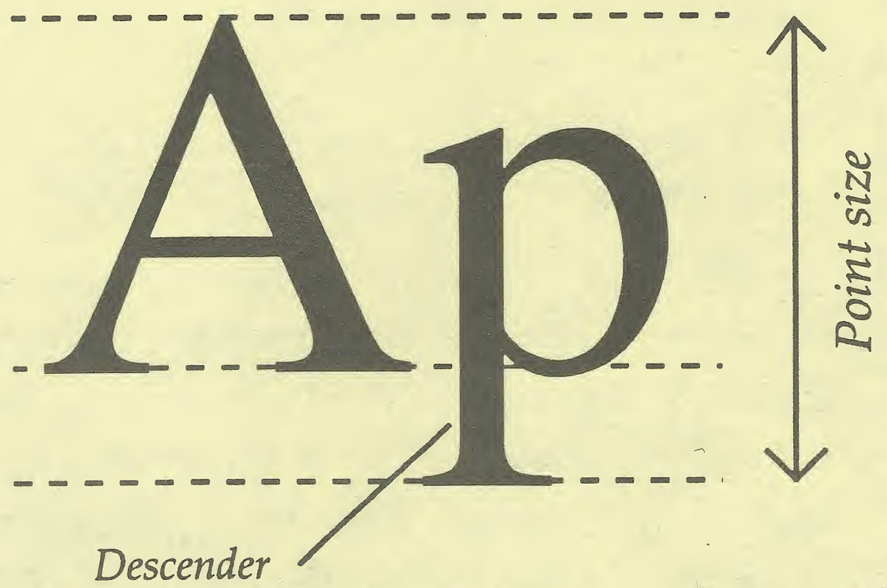
The size of the characters is expressed either as a Point Size or a Pitch (or both) depending on the sort of font or the sort of printer.

The Point Size

The description of a font in terms of its Point Size comes from the world of commercial typesetters, who use larger sizes of type for headings, smaller characters for general text and still smaller characters for small print.

Typesetters measure things in picas and points (at least in the English speaking world). A pica is $^1/_6$" and there are 12 points to a pica, making 1 point = $^1/_{72}$". Point is abbreviated to "pt" so 10pt is ten points. (To be absolutely accurate, 1 point is only approximately $^1/_{72}$", and the size varies from country to country. However, computer printers generally take it to be exactly $^1/_{72}$".)

In general terms, the Point Size of a font is the distance from the top of the tallest character to the bottom of the lowest descender (the part of a character like p or g that descends from the main line of the text).



However, there are two things to note here. The first is that type design is an art form so this rule is regularly broken: for instance, a Times 10pt "H" is not the same height as a Helvetica 10pt "H", for example. The other is that although the point size is a measure of the height of characters, increasing the point size makes the character bigger in both directions, not just taller.

Different sizes of font

This is 6pt Times; this is 6pt Helvetica

This is 8pt Times; this is 8pt Helvetica

This is 10pt Times; this is 10pt Helvetica

This is 12pt Times; this is 12pt Helvetica

This is 14pt Times; this is 14pt Helvetica

This is 24pt Times;
this is 24pt Helvetica

The Pitch

The description of a font in terms of its Pitch comes from the world of typewriters. Typewriters are simple devices which only offer one font – generally something between 10pt and 12pt in size. Until quite recently, they were also only capable of printing characters at a fixed horizontal spacing, described as its 'Pitch' (meaning the number of characters per inch). This is not like typeset material where each character is spaced according to its natural width.

To improve the look of the resulting text, typefaces were developed specifically for typewriters in which letters like "i" and "l" were given exaggerated features to give them extra width (thus: "`i`" and "`l`") and wide letters like "M" and "W" were squeezed up (thus: "`M`" and "`W`"). In addition, two standard character spacings emerged: 10 and 12 Pitch. The characters on 10 pitch typewriters were about 12pt in size and so were called "Pica". The characters on 12 pitch typewriters were generally about 10pt, and for some reason, this became known as "Elite".

As typewriters became more sophisticated, the restriction of a fixed character spacing was overcome and machines were developed could space characters according to their width. (The characters were still all the same height.) This was called "Proportional Spacing" – or "PS" for short. Although Proportional Spacing does not specify a number of characters per inch, it is treated as a Pitch and we talk of PS pitch or Pitch PS. The pitches where the character widths do not vary became known as "Fixed Pitches".

Line Depth

The other factor in printing text is the spacing between one line and another, known as the Line Depth. Generally, the best results are achieved when the line depth is 20% more than the point size, though a lower percentage can be used with some typefaces without these either looking cramped or becoming difficult to read.

When type came as individual letters cast on little blocks of lead, fonts were described by both the size of the characters and the size of the block. For example, a font might be described as 10/12pt meaning 10pt characters on 12pt blocks. When setting type, the blocks were arranged in rows to make lines. The size of the blocks (known as the Body size) basically set the line depth used for the text, though strips of lead could be inserted between the lines to increase their spacing. This is the origin of the term "leading" (pronounced "ledding") for the inter-line spacing, though these days it is taken to include the Body size.

Typewriters, however, have a fixed line depth set by the mechanism of the typewriter itself. This is generally $^1/_6$", giving 6 lines per inch. The only variation that can be applied here is through setting the Line Spacing to different multiples of the underlying Line Depth, for example to produce double-spaced text.

The merging of traditions

The printers that you use with a computer developed out of typewriters. To start with, therefore, they offered a fixed character size (between 10pt and 12pt), fixed line depth and fixed character spacing. As these printers became more sophisticated, they started to offer different pitches – including PS – but still in just the one basic character size.

More recent printers, however, have started to offer typesetting-style features – a wide variety of typefaces and a wide range of point sizes and line depths. However, they also continue to offer features common to the earlier computer printers, so here the two traditions meet and merge.

Take the Hewlett Packard LaserJet III as an example. This offers Courier, Line Printer, CG Times and Univers fonts.

The Courier and Line Printer are Fixed Pitch fonts which come from the Typewriter/Early

Computer Printer tradition. The Courier comes in the two traditional 10 and 12 pitch sizes, both designed for printing at 6 lines per inch, while the Line Printer font is 16.67 pitch and is designed for printing at 8 lines per inch. However, the Courier fonts are also described as 12 and 10 point, respectively, while the Line Printer is nominally 8.5pt – an example of the merging of traditions.

The CG Times and Univers fonts are 'scalable' fonts which come from the Typesetter tradition. They can be printed at any size from 0.25pt to 999.75pt, with line depths to suit. In Typewriter terminology, these are both PS fonts because the widths of the characters vary.

Fonts and the original LocoScript

Back in 1987 when LocoScript 2 was developed, the printers you might use with your PCW were all of the Typewriter/Early Computer Printer tradition. As a result, LocoScript 2 asks you to specify a Character Pitch of 10, 12, 15, 17 or PS and a Line Pitch of 5, 6, 7½ or 8 lines per inch (5 lpi was included to support continental printers while 7½ lpi was included to support the 24-pin matrix printers that were just beginning to become available.)

These printers typically only offered one font and so LocoScript 2 documents were also limited to one font, though this restriction was lifted to some extent when printers like LaserJets and DeskJets came on the scene, offering both fixed pitch fonts and PS fonts. With these printers, the pitch was used to give an implicit change of font. Broadly speaking, specifying Character Pitch PS selects a PS font while specifying one of the fixed pitches selects fixed pitch fonts – though precisely what happens depends on the printer.

LocoScript PC was to a great extent just like LocoScript 2, though it did allow you to use a mixture of fonts in a document provided your printer can be switched from one font to another in the middle of printing a document. It also opened the door to printing in different point sizes, through offering typefaces at different point sizes as different fonts. However, it was still only really supporting printers in the Typewriter tradition.

Fonts and the new Professional

The new *LocoScript* Professional (see page 4) supports printers in both the Typewriter and Typesetters traditions. The key features are:

- **Font selection** which allows you to specify the typeface to be used for a section of text.
- **Pitch** which you can set to any of 10, 12, 15, 17 and PS.
- **Point size** which can be anything from .1 to 999.9pt, though the point size actually used depends on what sizes the chosen typeface is provided in. If the specified point size isn't available, the nearest lower size will be used; if there is no lower size, then the smallest available size is used.
- **Line Depth** which may be set to any fixed size, in any of "lines per inch", "points", "millimetres" or "inches". There is also an "Automatic" setting which causes *LocoScript* Professional to automatically set the depth of each line to the largest point size used on the line, plus an appropriate extra percentage (usually the conventional 20%).

With a daisy-wheel printer

With a daisy-wheel printer, you can only ever use one wheel to print each document, though you can use different wheels for different documents. In LocoScript 2, you specify the wheel you are using through the Character Set and the Character Style settings; on the PC, you specify the wheel through the font.

Each printwheel carries characters which are designed for one particular pitch, which is the pitch you should specify in the document, whichever version of LocoScript you use. You

are unlikely to get good results from printing at any other pitch. For example, if you specify a different fixed pitch, the characters will be printed at that spacing with each character centred in its space and very possibly overlapping its neighbours.

Daisy-wheel printers usually work at a Line Depth of 6 lines per inch, which is catered for in all versions of LocoScript. All daisy-wheel fonts are deemed to be 10pt, so *LocoScript* Professional will use 10pt whatever point size is actually set. This in turn means that the Automatic Line Depth is always 12pt, or 6 lines per inch – just as you require.

Matrix printers and BubbleJets

The special feature of matrix and bubblejet printers is that they are able to adjust the width of the characters they print according to the spacing that you select. As a result, you can set whichever Character Pitch you like in your document. Generally the height of the characters is unaffected, though some printers have smaller 15 pitch characters. (In effect the printer has a separate font for each pitch, and your choice of pitch determines which font is used.)

These printers normally allow you to print your text at either 6 lines per inch or 8 lines per inch, which again you can select in any version of LocoScript.

In general, the fonts are all one size which *LocoScript* Professional deems to be 10pt (making the Automatic Line Depth 12pt or 6 lines per inch, just as you require). However some printers are capable of printing multiple width and multiple height characters. These are not really supported by either LocoScript 2 or LocoScript PC, except for double-width characters. However, they *are* supported by *LocoScript* Professional which sees them either as 20pt, 30pt or 40pt characters if both dimensions are scaled together or as multiple-height or multiple-width characters if only the height or only the width is stretched.

The newest matrix printers, known as "ESC/P2" printers, go one stage further and offer "scalable" or "multipoint" fonts. When working in these fonts, they are behave less like other matrix printers and more like the LaserJets and DeskJets described below.

LaserJets and DeskJets

The settings to make in documents that you intend to print on a LaserJet or a DeskJet depend on whether you are using LocoScript on a PCW or on a PC.

On the PCW, you need to remember that each Character Pitch setting is an implicit change of font – because of the way in which the printer switches font to suit the Character Pitch you have set in the document. Simply setting the font you want to use for a particular document as the Intended Character Set is not enough: you need to set the Character Pitch as well. As you learn which fonts the printer picks out when you change pitch, you should be able to take advantage of this to use a mixture of fonts in your documents, simply by changing the Character Pitch appropriately.

On the PC, the advice for these printers is to set the Character Pitch to PS for all fonts, even for fixed pitch fonts like Courier. What setting PS does is to leave the spacing to the font, which will ensure that you get good results whichever font you select. (If the font is fixed pitch, all characters are the same width – that's all.)

With *LocoScript* Professional, you will also be able to use these fonts in any of the point sizes that your chosen typeface is provided in. You similarly get full control over the line depths you can set.

(Another way of looking at the selection of PS pitch in *LocoScript* Professional is as an "escape" from the Typewriter tradition, where the primary measure is pitch, into the Typesetter tradition where the primary measure is point size.)

Hints & Tips

Getting the right zero

PCW/PC

The PCW and PC versions of LocoScript handle slashed and unslashed zeros in different ways. On the PCW, the shape of your zeros depends on a setting in the Layout (though typing Alt 0 will always give you an unslashed zero); on the PC, the two forms of zero are simply different characters.

One effect of this is that when you transfer a document or a datafile from your PCW to your PC, the shapes of the zeros are 'frozen' in their current form. If you want to change from one form of zero to the other, you need either to carry out a global exchange (in a document) or to go back to the PCW, switch over to the different form of zero in the version on that machine and then transfer it afresh to your PC.

When exporting from LocoScript PC to LocoScript 2, slashed zeros are transferred as standard zeros, with the Layouts set to ensure that these are slashed, while unslashed zeros are transferred as 'Alt 0' characters. As a result, any further zeros you type come out slashed. If you don't want any slashed zeros in your document, you could change the Layout(s) and use the F8 Options menu to set them to produce unslashed zeros. But if you use a mixture of slashed and unslashed (or you don't expect to do much editing), we suggest you leave the Layouts as they are and use Alt 0 when you want to type an unslashed zero.

Note: When exporting to LocoScript 2 from *LocoScript* Professional v1.05 or later, the zeros are all set to be unslashed and the Layouts are set so that any further zeros you type will also be unslashed. If you wanted slashed zeros, you will need to change the Layouts to set this.

Avoiding waiting for paper

PCW/PC

If you are using a printer like the Canon BJ-10e that is clever enough not to print on its platen (and most modern printers are), it is possible to avoid having to clear the 'Paper please' message that appears for each page when printing on single sheets of paper.

The way you do this depends on whether you are using a PC or PCW.

On a PC, you simply go into Printer Control State, display the F7 Options menu and ensure that the paper sensor is not ignored when using single sheet stationery, ie. that there is no 'tick' against the `Ignore paper sensor` option. This setting will then be remembered for ever more (unless you change it).

On the PCW, you could also tell LocoScript not to ignore the paper sensor – this time, through the Paper Type. However, this doesn't just mean changing the definition of the Paper Type in the Settings file but also in every Template and document that uses this paper. To avoid all this work, you instead pretend to LocoScript that your printer has a sheet feeder attached to it. Then LocoScript assumes that a fresh piece of paper will automatically be loaded at the end of each page and so doesn't need you to clear 'waiting for paper' before continuing. *Provided your printer can avoid printing on the platen while it is waiting for fresh paper*, it doesn't matter that it is you doing the sheet feeding rather than some mechanical device.

To arrange this, you first of all need to be using LocoScript 2 v2.26 or later. But assuming that you are using a suitable version, you should press F6 to display the Settings menu, select `Printer defaults`, check your printer is mentioned at the top of the Printer Defaults menu, and then select `Printer options`. Once in the Printer options menu, tick `Sheet feeder`, then close up the menus and save the new Settings file onto your Start-of-day disc. Finally, re-load LocoScript to put this new setting into practice.

The only drawback to pretending to have a sheet feeder is that if you swap to using continuous stationery in your printer, you will have to pretend to remove your pretend sheet feeder and then re-instate it again when you go back to using single sheet stationery. However, this isn't a problem on the BJ-10e and similar printers which cannot handle continuous stationery anyway.

Important: The pretence you are making is only to LocoScript. DO NOT tell your printer that you have a sheet feeder fitted unless you actually have one, for example by changing any of the DIP switch settings.

Getting addresses right

Addresses pose a number of problems in documents, particularly where you want to insert these directly from a datafile. The following describes how to tackle three common problems.

Stopping post codes from breaking

If you produce a list of addresses from your datafile to include in your diary or your personal organiser, then you may well be laying out each address as a long line – and finding that the lines continually break in the middle of the post code.

While you can readily go through the merged document replacing standard spaces by hard spaces to fix this, it is a bit of a pain to do this every time you produce a new version of the list.

To avoid this, you need to put the hard spaces you want into the datafile. In *LocoScript* Professional you can type these hard spaces directly (one of several minor improvements we've made). In other versions, you will need to copy a hard space to a Block or Phrase and then paste that into the datafile.

Stopping addresses from breaking

PCW/PC

When you insert an address into a document, you don't want this to be broken across a page break. In particular, you don't want such breaks in lists of names and addresses created from an address datafile.

While you could sort this out by hand, for example by adding appropriate end-of-page markers, there's no need to do this as you can solve the problem simply by setting the overall page break rule to 'Do not break paragraphs'. Except for LocoScript '1', all versions of LocoScript have used a definition of a paragraph that allows addresses to be treated as paragraphs.

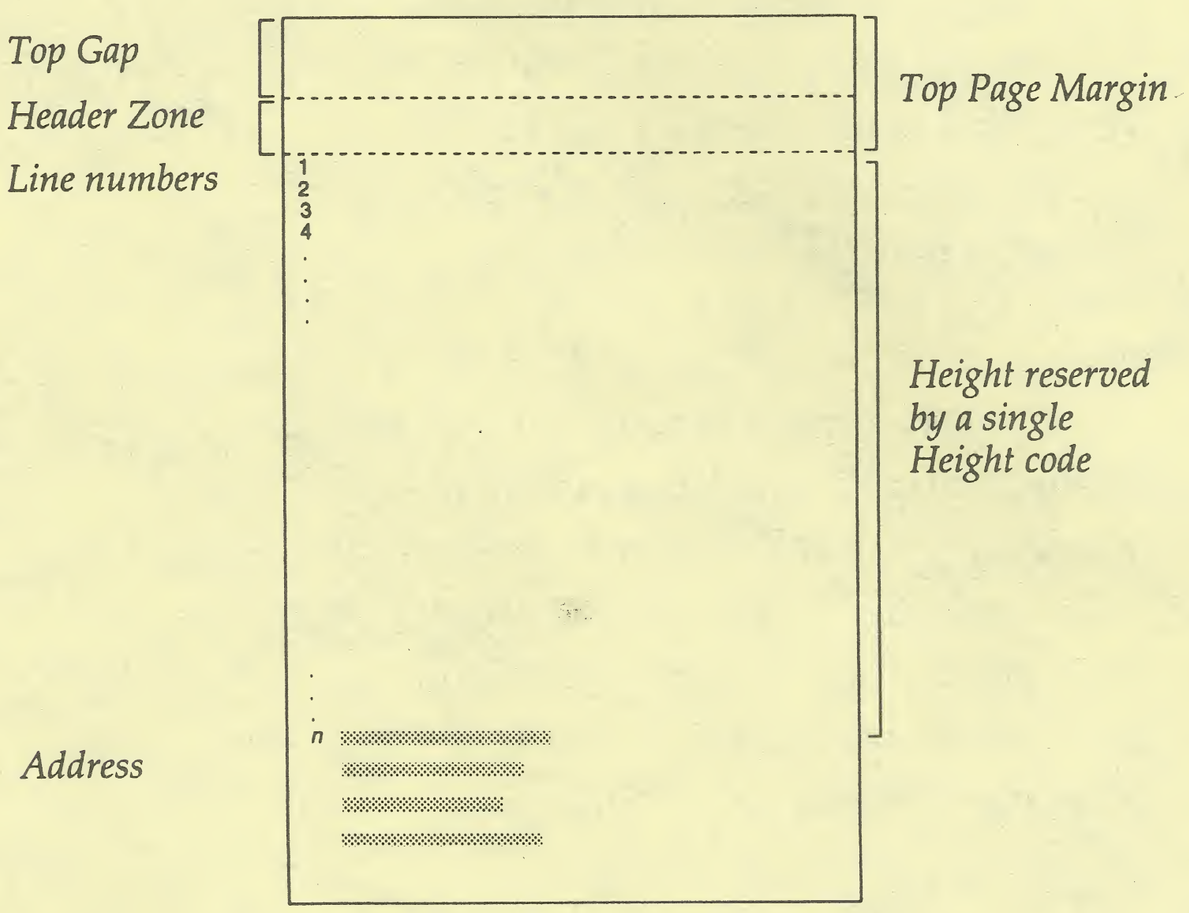
Note: In both LocoScript 2 and LocoScript PC, the page break rule is part of the Document Set-up and applies to the document as a whole. In *LocoScript* Professional, however, the page break rule is a part of the Layout. This gives you the flexibility to apply 'Do not break paragraphs' to addresses but not to other parts of your text, if you want.

Positioning addresses for window envelopes

Window envelopes save you printing separate address labels, but they require you to get the address in exactly the right place in your letter. This involves a certain amount of work and calculation, though it is all a lot more slick in the new *LocoScript* Professional as we shall see.

With LocoScript 2, you start by measuring down from the top of the paper to the place you will need the first line of the name and address. Make this measurement in inches. Multiply this number of inches by 6 to convert it into standard lines, round up the answer to the next whole number and then subtract the total of the Paper Top Gap and your Header Zone (both of which you can find out by going into the document's Document Set-up, pressing F5 to display the Page menu and taking the `Page layout` option). The remainder gives you the number of the line on which you will need to start the name and address. It is then up to you to arrange that the address is correctly positioned, for example by inserting extra blank lines. What is more, you also have to ensure that it remains so.

LocoScript 2 / LocoScript PC — *LocoScript* Professional



The steps required with LocoScript PC are much the same. The main difference is that the Paper Top Gap and Header Zone are measured in inches or millimetres, so you work those units until you have worked out how far below the Header Zone the address needs to come. You then multiply this distance by the Line Pitch you are using to give you the line number that you require.

If you upgrade to *LocoScript* Professional, you won't need to count lines and you won't need any extra carriage returns. What you use instead is a single 'Height' code, which allows you to set the minimum distance between the line containing the code and the point at which the text re-starts at the left-hand edge of the page after an 'End of column' code. Height codes were originally introduced into *LocoScript* Professional for use in laying out sheets of labels (in conjunction with the new column settings), but we almost immediately extended the definition to allow them to work in single-column text as well.

The result is that you just measure the distance down the page that you will want the first line of the name and address, in inches or millimetres as you wish. Then you subtract the (first page) Top Page Margin – which is equivalent to the Paper Top Gap plus the Header Zone – and set a Height code on the first line of the document for the remaining distance. The only other thing you need is an `(EndCol)` code and a carriage return immediately before the address itself. There's no need for any extra carriage returns, though you should check that you don't have too many lines above the address as the Height code only sets a minimum distance.

The *LocoScript* Professional approach is particularly useful where you want to place the address at the bottom of the page because the Height code you need is not affected by the actual contents of the letter. Indeed, you could usefully include it in your Template.

Letters

Which installer?

PCW/PC Having used LocoScript 2 and LocoSpell for a couple of months on my PCW8512, I decided to buy LocoFile as well. But when I tried to put LocoFile onto my Start-of-day disc, the following message appeared:

"WARNING. This Master Disc came with a more up-to-date installer. Put the new installer in drive A and start again"

There was no reference to a more up-to-date installer with the disc, so where is it and how do I use it?

Mr DT, Hampton Hill

Almost every product in the LocoScript family (including LocoScript itself) is supplied complete with an Installation Program on the Master disc for you to use to install your new software. As you add extra products to your copy of LocoScript, you will acquire more copies of the Installation Program.

The point to note about each Installation Program is that it includes a copy of the LocoScript program itself – or rather of the current version of LocoScript when the Master Disc was made. The version of LocoScript that the Installation Program contains is marked on the disc label of the disc containing the Installation Program.

Because of the way the different programs interact, it is important that you always use the most recent Installation Program you've got – ie. the one marked with the highest version number. In fact, this is so important that the Installation Program checks both your Start-of-day disc and each Master disc you insert in case you are not using the most recent Installation Program – or 'Installer' – that you have. Hence the message that you saw.

Before you install any new LocoScript program, whether on a PCW or a PC, you should ALWAYS inspect all the LocoScript Master discs that you have of the appropriate LocoScript family and use the Installation Program from the disc(s) marked with the highest version number.

Drawing boxes

PCW/PC I would like to put some of the text in the book I'm working on into boxes. I can find my way easily enough to the box and line characters but my efforts either fail to make the lines of the surrounding box join up, break up the text within the intended box or both. Could you please tell me if there is some simple way of constructing a box and inserting text within it?

Mr DMH, Paris

The first thing to remember when using boxes and lines is that they are just characters and so behave in the same way as ordinary text. So if you set up a box on the screen and then type inside that box, the right-hand edge of the box will move to the right or wrap onto the next line as you type, giving the type of distorted shapes you describe.

The way to avoid this distortion is to erase the extra spaces and move from line to line using the cursor keys: don't let your text wrap or use the carriage return key. The box should then return to its correct shape. (If you are using LocoScript PC, you may find it easier to work in Overstrike mode in which the spaces you have inserted between the edges of the box are automatically overwritten by the text you type between.)

Alternatively, instead of setting up the box first, you could type both the box characters and your text at the same time – though you may find it quite hard work swapping between the different supershifts containing these characters.

The other thing we recommend for drawing boxes is that you use one of the fixed character pitches for both the box and the text within it. If you don't use one of the fixed pitches, the neat and tidy box you set up on the screen will more than likely be distorted when you print it out. The alternative is to use tabs to set the positions of the edges of the box (and the left-hand edge of the text).

Letters

Getting more lines

PCW/PC I have been trying to get the enclosed 58-line chart onto a single sheet of paper but without success. I use 11" continuous paper on my Epson FX-80 printer. If the gap at the top could be done away with, there would be enough space. Can you help me? I am using LocoScript PC v1.55.

Mr JH, Bristol

From the sample print-out you sent, we can see that your document allows space for headers and footers when you are not actually using any headers and footers in your document. If you were to close up the space for headers and footers, you would have 61 lines available on each page which gives you enough space for your 58-line chart.

To close up this space, edit the document containing the chart and then use the F9 menu (F1 on the PCW) to go into Document Set-up. Once in the Document Set-up, press F5 to display the Page menu, select the `Page layout` option and press Enter. When the next menu is displayed, set both the Header and Footer zones to zero, then close up first the Page layout menu and then the Page menu. Finally, check that you don't have any header or footer text (as this would stop you using all the page for your chart), then leave Document Set-up and save the document to disc.

Your chart should now fit on your paper.

Ordering symphonies

PC I have a datafile of classical music on my PC, with a 'Works' index that has the composer as the main key and the name of the work as the sub-key. This works fine in most cases, but when it comes to Symphony No 1, Symphony No 3, Symphony No 12, the datafile orders these on the basis of Symphony No 1, Symphony No 12, Symphony No 3. I know I could use 01 02 03 etc. to overcome the problem but it looks rather odd. Is there any other solution?

Mr RB, Stornoway

As you are using LocoScript PC, there is another solution. This is to set up your Works index again but this time with the main key (the composers) sorted alphabetically but the sub-key (the symphonies etc.) sorted in 'Section number' order.

Section number order was primarily intended to sort section numbers like 2.10 which needs to be put after 2.9 rather than after 2.1, but it is also capable of sorting letters into alphabetical order so that it can handle section numbers like 1.2.3a and 1.2.3b properly.

In the case you have here, it will sort 'Symphony No' etc. alphabetically and then order the numbers as if these were section numbers, giving you the result you require. However, you will need to ensure that the titles you are trying to sort are no more than 30 characters long.

Printing Greek

PCW/PC I am having problems printing out Greek letters on my Olivetti JP 350S. I enclose a disc containing a file I typed in Greek, together with two copies of the printout in different fonts (they both have characters missing) and a test print from the printer itself. How do I print the missing characters?

Rev JDH, Chelmsford

LocoScript basically runs each printer in one of two modes, Standard or Download. In Download mode, LocoScript itself sends the character shapes to the printer and so it can print any character in the LocoScript Character Set. In Standard mode, however, the printer can only print characters that the printer itself provides, and LocoScript replaces any other characters you specify by spaces so that you have room to write these in by hand.

LocoScript doesn't (at the moment anyway) support Download mode on your Olivetti printer. In general, Download mode is only supported on 24-pin dot-matrix printers. As a result, the only characters that you can print are ones that your printer itself provides. From the test printout you sent, we see that this limits the Greek letters you can print to αβΓπΣσμτΦΘΩδφε.

Letters

Penman problem

PCW I'm having a problem with LocoFont on my PCW8256. I cannot get it to print in the Penman font in Pitch 15 as suggested. It comes out looking like the Standard font. It will however print correctly in all larger pitches.

Mr JCZ, London

If you look again at the LocoFont 'About the fonts' leaflet *(now included in the LocoFont booklet. Ed.)*, you will see that we recommend using *Scale Pitch* 15 but *Character Pitch* PS for the Penman font. It also explains that, even in High Quality, 15-pitch and 17-pitch will be printed using 'Draft' characters which are similar to the Standard font.

Your document uses a Scale Pitch of 12 and Character Pitches of 12 and 15, with the result that the 15-pitch text is printed in a Standard-like font. If you change your document to use Character Pitch PS and set the Scale Pitch to 15, Penman will be printed in the way we recommend.

Changing the Scale Pitch is covered in the section on 'Changing the Layout' in Session 11 of the LocoScript 2 User Guide.

Note: The Old English font also uses Standard-like characters when printing in 15- or 17-pitch, while the Capital, Mini PS, Mini 15/17 and Modern fonts all use a version of the Standard font when printing in Draft Quality. *However, this use of the Standard font only happens when you are using LocoFont on the PCW's built-in matrix printer.* The versions of the LocoFont fonts used on 24-pin download printers all generate all their Draft Quality characters from the High Quality designs.

Repeated records

PCW/PC Please find enclosed a disc containing my AWALKERS datafile which I have based on your CLUBFILE datafile and my PUBSCLUB Master which I created from the LISTALL.BDG building block. Merging the two files repeats the program four times but not in the same order. Can you help please?

Mr NN, Leicester

We have looked at your datafile and Master document and have found that the Surname index you are using has five alternative main keys.

Alternative main keys, in effect, cause the program to search every record under each of the headings that you have picked out as a key item. As a result, each record appears many times over in the list you are producing – and in different orders according to the information that is stored in your main-key items.

The problem will go away if you create and use a new index with just a single main item or a main item with a single sub-key.

Distorted records

PCW/PC I am having problems printing cards from the enclosed LocoFile datafile. When I print the cards on the built-in matrix printer, they are indeed laid out just as they are on the screen. But when I print them on my Panasonic R193, the items are mixed up and it doesn't look the same as the original file at all. Please could you explain where I have gone wrong.

Ms AS, Salisbury

The problem you are having in printing your datafile is that your datafile is set to print in 17 pitch but your printer is set to print in 10 pitch. The Panasonic R193 is not one of the printers that LocoScript can switch to a different pitch by sending codes. Instead, it is forced to print in whatever pitch is set on the printer, where necessary wrapping the text from line to line as you have seen.

In your case, your cards will probably fit on the page if you simply set the printer to 15 pitch before you print, but ideally you should change both the printer and the datafile to print in 15 pitch.

Letters

Unknown MATRIX printer

PC I'd appreciate help with the following problem. Since buying LocoScript PC, I've transferred several documents from my PCW8512 to the PC using LocoLink 2. I'm now trying to print these on my Oki Microline 380 but when I do this, multi-page documents sometimes throw the last line of a page onto a new page all of its own, and also I seem to be restricted to one font. I'd also like to get rid of the 'WARNING Unknown printer' message I get every time I edit or create a file and of the 'Current printer not as intended' message that appears on printing. I am using LocoScript PC v1.54.

Mr JV, London

The source of all your problems is that the documents and templates you have transferred from your PCW to your PC are still set up for your PCW's built-in matrix printer, rather than for the Oki Microline printer that you are using with your PC.

The 'Unknown printer' message is warning you that the document you are editing is not set up for the printer you have installed on your PC (or when you have just created the document, that the template that is being used is not set up for this printer), while the 'Current printer not as intended' message is telling you that the document is set up for a different printer to the one you are currently using with your PC. The odd extra lines and the fact that you can only print in one font are also effects of not having the document set up for the printer on which it is being printed.

To get rid of the messages – and get your documents printed as you intend – you need to take the option offered in the 'Unknown printer' message and go into the Document Set-up of each document and template that is affected. Once there, you need to select your Oki printer and the fonts on this printer that you would like to use in the f6 Printing menu as described in Sections 10.2 and 10.3 of the LocoScript PC Reference book. It would also be a good idea to check the Paper Type setting in the f5 Page menu in Document Set-up to ensure that your documents are set up for one of your Standard Paper Types: this is described in Section 10.4. Save the document to disc when you have made these changes and you should find it prints correctly in future.

You don't say how many documents and templates you've transferred to your PC but you will need to correct the printer and paper settings in every one of them. However, this won't be as arduous a task as it might seem because with v1.54 (or indeed any version since v1.50), after making the settings you need in one document you can then copy these to any other document by using the Copy Document Set-up facility.

(With LocoScript Professional (see page 4), you can get the desired result simply by linking the printer and paper settings in each document and template to your Basic Template. Ed.)

Disordered dates

PCW/PC I am using v2.30 of LocoScript 2 on my PCW8512 and I am having problems indexing my datafile in chronological order by month and day. The f2 'Use this Index' option doesn't seem to work properly. There seems to be some attempt to arrange the records, but they are not all in the right place. As I work for a charity I need to know on which month we have to approach our sponsors. I enclose a copy of my datafile.

Ms SH, Liss

The reason that LocoFile can't arrange your records in chronological order is because wherever you wanted a zero you have actually typed an upper case 'O'. Similarly, you have typed lower case 'l's instead of ones. 'O' and 'l' may be visually similar to '0 'and '1' but the result is that you are using letters where LocoFile is expecting you to use numbers and so the date sorting doesn't work as you expect. If you go through your datafile and change all the 'O's to '0's and all the 'l's to '1's, you should find that your date index will work properly.

Letters

Vanishing Bold

PCW I have noticed that when I print a certain document on the PCW's built-in matrix printer, the (+Bold) option that have I have selected for headings is only printed in bold when I use draft quality. When I try to print in high quality, the bold disappears and all the text appears the same. Is this a fault in my document, or in LocoScript itself, and is there any way that I can keep the bold? I enclose a copy of the document and my Start-of-day disc.

Major M B, Nuneaton

There is no problem with either LocoScript or your document: your headings don't appear bold in high quality because you have also chosen to print these in 15 pitch. And the reason for that lies in the way bold is produced on the PCW matrix printer.

When printing draft quality, LocoScript produces the bold effect by printing the required characters once, then moving the printhead a fraction of an inch sideways and printing them again. However when you select high quality, all characters are already printed in this way; to produce bold, the characters have to be printed three times.

When the text is in 10 or 12 pitch or PS, there is no problem printing characters three times. But in 15 or 17 pitch, it smudges the characters so badly that we decided not to do this.

If you want your headings to be bold, pick a larger pitch for these. Alternatively you could use another kind of emphasis for your headings, such as underline or italic.

Omitted line numbers

PCW We have recently purchased an Amstrad PcW9256 with LocoScript 2. Today it came to our attention, when editing a document, that the line counter at the top right-hand side of the screen doesn't count the following lines: 7, 13, 20, 26 etc. I would be very pleased if you could sort out this problem for me. Apart from this, we are very pleased indeed with LocoScript 2.

Mr HML, Bristol

We suspect you have set the Line Pitch in your document to something other than 6 lines per inch.

The Line Pitch sets the fundamental spacing of the lines of text down your page – expressed as a number of lines per inch. The standard spacing is 6 lines per inch, but you can set it to 5, 7½ or 8 lines per inch if you want. You can see what Line Pitch is set by looking at the Information lines at the top of the screen: the Line Pitch is shown as LP followed by a number.

The point is that the line counter at the top of the screen is not counting lines of text but lines at the standard 6 lines per inch spacing, no matter what Line Pitch or Line Spacing you have selected. That way it provides a consistent measure of how far down the page you are working, rather than one that varies according to what Line Pitch and Line Spacing you have set.

Note: You don't get the same effect in LocoScript PC because the line counter counts lines of the current Line Pitch.

What character do I need?

PCW/PC I am trying to set up a Master document to select records from my datafile but I am unable to find the appropriate key combination to give me the special character used to introduce the conditional statements the manual says I need. I wonder if you can tell me how I achieve this.

Dr MG, High Wycombe

The character you are referring to is the hash sign which you should find engraved on one of the keys on your keyboard (near the carriage return key).

We guess the reason you didn't spot this is because the symbol shown in the user guides looks like this ♯, rather than like this #. This is purely a consequence of the typeface we decided to use for screen text in our user guides (Letter Gothic). Since your letter, we have decided to go over to using Helvetica for this character (as in the second # shown here). We hope this will clear up the confusion.

Letters

Persistent margins

PCW/PC After writing two pages of my members list program, I discovered I wanted to move the margins out. So I went back to the top of the document, selected Change Layout and changed the margins. But as soon as I moved the cursor down to the first line, the margins went back to their original positions. Please can you help.

Mr GS, Filey

We rather suspect that when you originally set the margins and tabs in your document, you chose the New Layout option to set up the Layout you wanted. This inserted a Layout code at the beginning of your document.

When you moved the cursor back to the top of the document before changing the Layout, the cursor was moved right to the very beginning of the document – before this Layout code. As a result, when you selected the Change Layout option (called Amend Layout in LocoScript PC), you changed the Layout used right at the start of the document (Stock Layout 1) – but you didn't change the Layout code that was actually being used to lay out your text. That's why the margins changed back to their original positions when you moved the cursor down your document.

What we suggest you do is edit your document, and then use the F8 Options menu to show codes. You should now be able to see the Layout code you inserted. Delete this code, then call up the F2 Layout menu, take the Change Layout option and set your margins.

Printer not listed

PCW I recently purchased a Canon BJ-10e for use with my PCW9512 and I have just bought the Printer Support Pack, but so far I have had no success in using the BubbleJet printer.

I've got the following files copied to the SYSTEM group of my Start-of-day disc: 24BJ10E1.PRI (renamed 24PIN.PRI), LQ24.DRV, INSTALL.DRV and the four 24PIN.# files. I've switched off, reloaded, checked all the files were transferred to Drive M and pressed F6 but this comes up with the following list of printers:

24BJ10E1 ?
PCW9512
D630 ?
DMP ?

– not the 24PIN I need. (I assume the ?s mean that the software is not accepting these printers for some reason.) Please could you tell me what I'm doing wrong?

Mr TIB, Chorley

The first thing to say is that you have the correct files in group 0 (the SYSTEM group) of your Start-of-day disc. You are also right in your assumption that the printers marked with a ? are not being accepted by the software.

The problem here is that LocoScript has space for the names of four printers in its Settings file but unfortunately three of these spaces are currently taken up by printer names you don't need. Two of these (D630 and DMP) came from your original Amstrad system; at a rough guess, the other (24BJ10E1) came from your first attempt at installing the new files – before you renamed the file 24PIN.PRI.

To get rid of unwanted printers, you first have to get rid of the files for these printers from both Drive M and your Start-of-day disc, and then remove their names from the Settings file.

The ?s next to these names show that you have already removed the files, so all you need to do is to remove their names from the Settings file. To do this, move the cursor to `For printer` in the F6 Settings menu and press ENTER, then highlight one of the printers marked ? and press CUT. This removes the printer name from the list and then takes you back to the previous menu. Now repeat these steps to remove the other two unwanted printers.

You should now find that 24PIN has been added to the list as you require. All you have to do now is save the new Settings file to disc, but before you do this, you might like to set your new printer as your Standard printer – that is, the one LocoScript is automatically set up for immediately after loading. You should then have no problem printing your documents to your new printer.

Letters

Disappearing results

PCW/PC I'm trying to emulate the application in the LocoFile manual that carries out a selective mailshot using the index to select the required group of records. *(There is a similar program in LocoScript PC's Database & Mailmerge book, Ed.)* I copied the example from the manual and added a loop to repeat the merge. This gave me:

```
(+Mail)$="Salutation"↵
loop = "(+Mail)↵
! flag = 0↵
#flag=0:<:$$"John":flag=1:>↵
#Salutation≠"John":<:$="":$$"999999":*:>↵
Surname↵
$+↵
(-Mail)"↵
%loop@Salutation(-Mail)↵
```

The documents merge okay, but just after the last line appears on the monitor, it reverts back to the Disc Management Screen. Please help!

Mr JK, Macclesfield

The problem with your Master document is the command *. This command tells LocoScript to discard the current document, which you don't want to do as the current document is the one you have extracted your information to. The answer is simply to remove the * from your document. (Incidentally, the lines beginning !flag... and #flag... don't need to be inside the 'loop' program unit because they only need to be executed once.)

Using the Printer Support Pack

PCW I am returning the discs from the Printer Support Pack I've bought to use with my PCW9512 because I believe them to be faulty. I have tried to load the programs from Discs 1, 2 and 3 but all I saw was a flashing screen. I would be grateful if you could check and correct these discs.

Miss EJM, Moenchengladbach

It would appear from your letter that you were trying to start up your machine from Discs 1, 2 and 3 of the Printer Support Pack. This is not the way to use the printer files on these discs.

As a PCW9512 user, you need to start up from Disc 4 of your set – the Printwheels Disc. This runs an Installation Program which creates a new LocoScript Start-of-day disc for you, following the procedure given in the section on 'Updating an existing LocoScript system' in the Update Information booklet. (For all other PCW users, the Installation Program to use is on Disc 1 of your Printer Support Pack. PcW9256 and 9512+ users, however, must start by loading their existing LocoScript and then use the special 3-key reset SHIFT EXTRA RELAY.)

Once you have created your new Start-of-day disc, follow the steps given in Part I of the PCW External Printers Guide to add the files you need from Discs 1, 2 and 3 to this disc and then update your Settings file. (Note: This last step is very important and shouldn't be overlooked.)

Smiling faces

PC I'm having trouble using characters such as … in my documents. I press the correct keys according to the diagrams in Appendix III of the LocoScript PC Reference book but what appears in my document is a flashing face. The Keytops display shows all flashing faces for the Alt key too, plus a few for the Ctrl key. Hopefully you will be able to remedy this.

Rev RP, Bushey

We believe the reason you are getting flashing faces on the screen is that you are using your screen in Text mode. In Text mode, only the more common characters can be displayed and any others are shown as flashing faces to draw your attention to this.

We don't know which monitor you have but it can probably be run in a graphics mode. You can select this through the F5 Screen menu in Settings mode: Chapter 3 of the Installation & Configuration book gives details.

In the meantime, you should note that the flashing faces are only a screen effect. If you print the document, you should find that the characters the flashing faces replaced are actually printed (assuming your printer is capable of printing them).

PostScript

We know that many disabled people use LocoScript because of the various features we have included to help them. The following is the experience of Mrs. Doris Easter, who is registered blind and uses LocoScript 2 on a PCW8512.

“ Loss of sight is usually accompanied by loss of the ability to read and write legibly. A felt-tipped pen and large capital letters are useful, but not really sufficient for official communications or even letters to family and friends. Fortunately, there are a number of mechanical aids on the market – from typewriters to computers and word processors.

There is not a lot of difference between the price of an electronic typewriter and a word processor. But where an electronic typewriter will let you see each line of type before it is committed to paper, a word processor lets you see the whole of your document, correct spelling or typing errors, or even change the whole layout. In addition, you can make any number of copies, each of the same quality as the top copy.

It can take a little time to get used to a word processor but it is time well spent. I bought my PCW two years after being registered blind. I had never handled a computer before. At first, every time I used the machine I feared it would display a very rude comment whenever I made a mistake! But it didn't happen and we are still good friends.

LocoScript 2 seems the easiest program to use. Since version 2.28 it has had the added facility of letters more than ½" tall on the screen, which is really useful when one has poor sight. After writing the document, I select 'Large edit characters' and run the spell check to correct any errors before committing it to paper.

The PCW's dot-matrix printer can only produce letters of the height of normal print, though letters may be printed twice normal width. This is fine for headlines and titles but, to my mind, it does not make for easier reading if all the print is double width. The extra option of 'Bold' print however does make letters stand out more sharply and so is useful to people with poor sight.

I have now had my PCW for a number of years and consider it money well spent. I can lay out my letters and documents just as I want, and the PCW stores a copy on disc should I need it again. It even has the complete manuscript of a book on one small disc!

I am still not familiar with computer jargon, but word processing saves me both time and heartache.”

Printed by Ashford Colour Press, Gosport, Hampshire